

## **Navy Marine Corps Intranet (NMCI) Schedule Change Control Board (SCCB) Charter**

1. **Purpose**: To establish the composition and procedures of the NMCI Schedule Change Control Board (SCCB). The purpose of the NMCI SCCB is to exercise Configuration Management (CM) of the NMCI Enterprise Transition Plan (formerly the NMCI Enterprise Transition Schedule).
2. **Scope**: The elements of the NMCI Enterprise Transition Plan under the Director's CM are defined in Attachment 1. This charter is applicable to all Navy and Marine Corps sites.
3. **Composition**: The NMCI Schedule Change Control Board (SCCB) is co-chaired by the Director NMCI; and the EDS NMCI Client Executive. Membership includes the Navy and USMC NMCI Program Managers, the EDS Program Managers, and the Enterprise Schedule Manager. The SCCB exercises CM over the NMCI Enterprise Transition Plan and the associated Site Transition Schedules primarily via the electronic review and disposition of Schedule Change Requests (SCRs) managed via EDS' Project In Vision (PIV) system. The SCCB members provide recommendations when SCRs require approval by the SCCB co-chairs. When appropriate, the SCCB can meet in person to consider SCRs.
4. **Responsibilities**: The Director NMCI is responsible for configuration management of the NMCI Enterprise Transition Plan. Execution responsibilities are delegated as follows:
  - a. SCR Originators. An SCR may be originated at the request of the Director NMCI, the EDS NMCI Client Executive, the Navy NMCI or Marine Corps NMCI Program Managers, or Navy and Marine Corps organizations. Requests are directed to the EDS Project Coordinators, who initiate and process each SCR in accordance with the procedures in Attachment 1.
  - b. Navy NMCI and Marine Corps NMCI Program Managers (PMs). NMCI PMs are responsible for DoN coordination, review and disposition of SCRs as specified in Attachment 1.
  - c. EDS Navy and Marine Corps Operations Managers. EDS Operations Managers are responsible for EDS coordination, review and disposition of SCRs as specified in Attachment 1.
  - d. Enterprise Schedule Manager (ESM). The ESM is responsible to the Director for oversight of the Enterprise NMCI Transition Plan and administration of the NMCI Schedule Change Control Board (SCCB).
  - e. Co-Chairs of the NMCI SCCB. The Director NMCI, the EDS NMCI Client Executive and the EDS Deployment Executive co-chair the SCCB. As specified in Attachment 1, most SCRs can be approved at the Program Manager/Operations Manager level. However, SCRs which meet the following criteria must be forwarded to the Co-Chairs for approval:
    - i) AOR period (time from AOR to Cutover Begin) is extended beyond 4 months (120 days), or
    - ii) Changing the first or last Cutover Begin date in a Small Site Portfolio, or
    - iii) Changing the AOR date of an Aggregated Site
5. **SCR Process Overview**. The SCCB has approved the SCR process defined in Attachment 1 for the origination, review and disposition of Schedule Change Requests.
  - a. **Background**. The original NMCI Enterprise Transition Plan (formerly NMCI Enterprise Schedule) was developed based on a DoN validated Demand Model that captured Enterprise NMCI Seat requirements. As eMarketplace (eMP) seat orders were approved, Demand Model data was replaced by actual ordered requirements. The current NMCI Enterprise Transition Plan is based primarily on Approved eMP order data. The NMCI Enterprise Transition Plan contains two levels of detail:
    - i) Detailed Site Information – "Detailed Sites" are the most detailed component of the NMCI Enterprise Transition Plan. A "Detailed Site" contains planning data for a single Task Order (or segment of a single Task Order), ordered for a single location by a single claimant or command.
    - ii) Aggregated Site Information – "Aggregated Sites" are comprised of all Task Orders (or Task Order segments) ordered for a single location by a single claimant or command. Each Aggregated Site is associated with a comprehensive Site Transition Schedule (Microsoft PROJECT) that is created and maintained in PIV.

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- iii) Small/Remote Site Portfolios – Small/Remote sites are Detailed Sites with <200 seats located remote from any major Navy or Marine Corps installation. Small/Remote Sites are aggregated in “Portfolios” by claimant or command.

b. SCR Process Flow Diagram. Attachment 2 illustrates the SCR process flow. Attachment 1 provides the detailed procedures for processing SCRs.

6. **Cancellation:** This charter supercedes the NMCI Schedule Change Control Board Charter dated 06 November 2002. This charter shall remain in affect until such time that it is either cancelled or revised by mutual consent of the Director NMCI; and the EDS NMCI Enterprise Client Executive. This charter will be reviewed annually or at the direction of the Director NMCI.

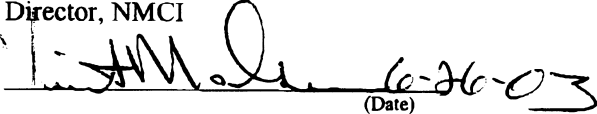
Signed:

 6/27/03  
(Date)

Charles L. Munns  
Rear Admiral, United States Navy  
Director, NMCI

  
(Date)

William Richard  
NMCI Enterprise Client Executive  
Electronic Data Systems

 6-26-03  
(Date)

Vinnie Madsen  
NMCI Deployment Executive  
Electronic Data Systems

**Attachments:**

1. NMCI Schedule Change Request (SCR) Procedure Version 8.5.3 dtd 19 Jun 03
2. NMCI SCR Process Flow Diagram

NMCI SCCB Charter CHANGE TRANSMITTAL 1

From: NMCI Enterprise Schedule Manager

Subj: NMCI Schedule Change Control Board (SCCB) Charter

**1. Purpose:** To transmit new Attachments 1 and 2, which revise procedures for processing Schedule Change Requests.

**2. Action:** Remove Attachments 1 and 2 of original NMCI SCCB Charter and replaced with revised Attachments 1 and 2 (attached).

**3. Synopsis of Change:** Changes to Attachment 1 are summarized in the table below:

Paragraph (original)	Paragraph (revised)	Summary of Change
1.3.3	NA	Deleted paragraph <b>1.3.3 ADMINISTRATIVE SCRS</b> , since changes to administrative data must be made in eMarketplace.
1.3.4	1.3.3	Modified subject paragraph <b>EMARKETPLACE UPDATES</b> , to reflect that administrative changes may only be made via eMarketplace.
1.4	1.4	Revised paragraph <b>1.4 EXIT CRITERIA</b> , to clarify the meaning of OBE, and to revise SCR notification procedures.
2.2	2.2	Revised paragraph <b>2.2 SCR APPROVAL REQUIREMENTS</b> , as follows: <ul style="list-style-type: none"><li>• Authorized Regional Managers, Regional Integration Leaders, MCTOICs and RCORs to approve most SCRs.</li><li>• Revised criteria for SCCB approval as follows:<ul style="list-style-type: none"><li>○ Deleted reference to "small Site Portfolios".</li><li>○ Deleted requirement for SCCB approval of Schedule additions/deletions. Schedule additions/deletions will be based on new or cancelled eMarketplace orders.</li><li>○ Clarified requirement for SCCB Approval when AOR to Cutover duration exceeds 4 months (120 days). SCCB Approval is only required for the 1<sup>st</sup> SCR which causes AOR-Cutover duration to exceed 4 months (120 days).</li></ul></li></ul>
2.2.1	2.2.1	Revised paragraph <b>2.2.1 SITE AND REGIONAL APPROVAL/ NOTIFICATIONS</b> , to eliminate automatic escalation of SCRs when responses aren't received within 48 hours
2.2.2	2.2.2	Abbreviated paragraph <b>2.2.2 ENTERPRISE AND SCCB APPROVAL</b> , and added a requirement for RIL, MCTOIC and RCOR to pre-screen all SCRs prior to escalating for SCCB Approval

Signed:

  
(Date)

Joseph Spitek  
CAPT, USNR  
NMCI Enterprise Schedule Manager

Attachments:

1. NMCI Schedule Change Request (SCR) Procedure Version 8.6.2 dtd 05 Sep 03
2. NMCI SCR Process Flow Diagram Version 8.6.1 dtd 19 Aug 03

# **Schedule Change Request Procedure**

Version 8.6.2  
September 5, 2003

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## Revision History

The revision history is provided below:

Date	Author	Revision Number	Change(s) Made	Affected Page(s)
7/5/02	Mark Hoyle	6	Incorporated requirement for NITP in comments field	5
8/27/02	Mark Hoyle	7	Incorporated requirements for documenting Revenue Loss associated with cutover slip. Clarified SCR Closed description	4,5
3/26/03	Mark Hoyle	7.1	Made administrative correction to section I.5, Comments tab, the revenue loss metric calculation was not correctly identified	4
5/6/03	Mark Hoyle	8.0	Content changes in all sections to include a joint process (Gov't and EDS)	All
5/12/03	Mark Hoyle	8.1.1	Fleshed out detail in several sections	
5/13/03	Mark Hoyle	8.1.2	Updates based upon joint Gov't EDS review on 5/12	
5/19/03	Mark Hoyle	8.2	Applied comments from 5/16 joint review of document	
5/27/03	Mark Hoyle	8.3	Applied comments from second joint review of document	
6/9/03	Mark Hoyle	8.4	Applied comments from 6/6/03 joint review of document	
6/12/03	Mark Hoyle	8.5	Applied comments from 6/11/03 joint review of document	
6/16/03	Mark Hoyle	8.5.1	Revised Figure 4 reflecting the requirement for the RPM to get Regional Approval.	
6/17/03	Rachael Stallings	8.5.2	Updates based on comments from joint review, including Program Approval changed SCCB Approval and editorial changes throughout	All
6/19/03	Rachael Stallings	8.5.3	Modified sections 1.3.4 and 2.2.2.1 for consistency	2, 10
6/20/03	Rachael Stallings	8.5.4	Updated Navy Contact e-mail address	ii

6/23/03	Mark Hoyle	8.5.5	Removed duplicative text from section 2.2.2 (same as 2.2.2.1)	8
8/11/03	Mark Hoyle	8.5.6	Revised required approvals and other sections as agreed in joint EDS/NPMO/Marine PM meeting of 8/7/03	all
8/13/03	Mark Hoyle	8.6	<ul style="list-style-type: none"> <li>Corrected typos and applied administrative correction to Figure 4.</li> <li>Removed requirement for CPMs to respond within two business days</li> <li>Removed sentence in section 2.2 that states: Sites that already had AOR periods greater than 120 days as of Ver 2.1 of the Enterprise Schedule shall be exempt from further SCCB review.</li> </ul>	Several
8/25/03	Mark Hoyle	8.6.1	<ul style="list-style-type: none"> <li>Minor edits</li> </ul>	Several
9/5/03	Mark Hoyle	8/6/2	<ul style="list-style-type: none"> <li>Section 2.1 - Figure 1 Information Tab</li> <li>Section 2.2.1 paragraph 3, Sentence 1 rewrite</li> </ul>	

For additional information about this procedure, contact:

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## Appendix

Acronyms – Appendix A

# 1. INTRODUCTION

This *SCR Procedure* guides Project Coordinators (PCs) in ensuring that changes to AOR and Cutover Begin baseline dates in the detailed Site Schedules are jointly managed and are appropriately documented, communicated, and controlled via the schedule change request (SCR). The Site Manager (SM) and Site Transition Manager (STM) from the EDS team and the Site Integration Lead (SIL) or Site Transition Officer-In-Charge (STOIC) from the DoN team are responsible for maintaining an accurate site schedule. The PC performs the analysis and hands-on work to actually update the schedule and enter/track SCRs.

Every attempt to gain agreement between EDS, NMCI Director, Navy /USMC PMO and Claimants on proposed schedule changes shall be made prior to submission of an SCR. Early concurrence will greatly expedite the entire procedure.

## 1.1 SCOPE

This procedure applies to all NMCI Site Transition Schedules.

## 1.2 STANDARDS AND REFERENCES

The following standards or references are related to this SOP:

- Enterprise Plan published AOR and Cutover Dates
- [Schedule Maintenance](#) Flow
- [SCR Process](#) Flow
- Issues, Risks, Action Items, Assumptions, Decisions (IRAADs) that preceded the SCR:  
[https://www.nmci4u.nmci-isf.com/kc\\_piv\\_risk.asp](https://www.nmci4u.nmci-isf.com/kc_piv_risk.asp)

## 1.3 ENTRY CRITERIA

### 1.3.1 SITE SPECIFIC SCRS

SCRs are created to communicate a new planned date for AOR or Cutover Begins. The process is initiated after a schedule update cycle results in significant variance between baseline and current dates for the AOR or Cutover Begins Milestones and this variance is sustained over several update cycles. [Schedules are updated on a weekly basis].

**NOTE:** If there is not joint agreement over whether an SCR should be initiated, the PC shall create the SCR, note the disagreement within the SCR and forward to the next level for resolution as shown in [Figure 4](#) in section 2.2. Note: Joint agreement facilitates the SCR process.

The following **business rules** specify the requirement for SCR initiation:

- SCRs should be created when the site team begins planning to AOR or Cutover on a date other than the date in the baseline field.
- SCRs must be created when both of the following conditions are met for an AOR or Cutover Begin milestone:
  - Proximity - Baseline date is within 1 month.



- Significance - Variance between current date and baseline date is 2 weeks or greater.
- An IRAAD should precede and relate directly to new SCRs. Certain events may occur without prior warning and will affect the AOR or cutover milestone—SCRs associated with these events do not require IRAADs.

### 1.3.2 CLAIMANT/ENTERPRISE WIDE SCRS

SCRs are also used to initiate Enterprise wide schedule changes including those initiated by the NMCI Director's office or a single claimancy. SCRs are not used to add or delete schedule records to the Enterprise Transition Plan. Once an eMarketplace (eMP) order has been placed, schedule records associated with the order may only be deleted after the order in question has been inactivated in eMP. Government (Claimant/CPM/Navy PMO or USMC PMO/ Director's Office) initiated requests are to be forwarded to the ISF.NMCI.SCP mailbox. Government requests should contain Site and Regional approval or notifications on the Government side and shall contain, at a minimum the following data elements: Enterprise Plan Record #, Site, Claimant, requestor, contact information, reason for change, baseline AOR and Cutover dates and new AOR and/or Cutover Begins date. Upon receipt of these requests for change, the Analyst Team will create an SCR in PIV and the processing will continue by obtaining EDS approval at Site and Regional level.

### 1.3.3 EMARKETPLACE UPDATES

eMarketplace updates (seat count and status adjustments) are reflected in the Enterprise Plan on a daily basis. Updates for new eMP locations or new ordering UICs create new schedule records. Status and seat modifications will not create new records. Any eMP status change made through eMP is also reflected. All Government directed administrative changes shall be initiated through eMP and do not require SCR approval. An eMP change shall not include a change to the AOR or Cutover Begins milestone.

## 1.4 EXIT CRITERIA

The procedure is concluded when the following activities are completed:

- (1) The Deployment PM Support Team or Analyst Team member closes the SCR after appropriate disposition (approval or rejection) is rendered by the approving authority. An SCR shall remain open until both Government and EDS concur on disposition. An SCR is closed out by entering a date in the Closed Date field and adding disposition comments or reasons for closure (e.g. approved or rejected).
- (2) The PC re-baselines the AOR or Cutover Begin milestones with the new approved date (where applicable, after the SCR is approved).
- (3) The EDS Enterprise Plan Team updates the published dates for the applicable AOR or Cutover Begin milestones with the new approved date (where applicable, after the SCR is approved).
- (4) SCRs that become overcome by events (OBE): An SCR will be closed, if it is determined that the SCR has been OBE. The term OBE refers to situations in which a milestone (AOR or Cutover Start) has already been accomplished prior to updating the baseline. In these cases, it is not the intent to update the baseline (via SCR) solely to capture historical dates on which milestones were completed. SCRs will not be closed without Navy/Marine Corps PMO approval.

- (5) The Navy and Marine Corps PMs shall post weekly reports of pending and closed SCRs. Navy SCRs will be posted at [http://www.nmci.navy.mil/primary\\_areas/schedule/schedule](http://www.nmci.navy.mil/primary_areas/schedule/schedule). Marine Corps SCRs will be posted at [http://www.nmciinfo.usmc.mil/nmci/nmci.nsf/transition management](http://www.nmciinfo.usmc.mil/nmci/nmci.nsf/transition_management). The Navy/Marine Corps PM staffs and claimants/commands at all levels (site, regional, enterprise) will review these SCR reports on a weekly basis.

## **1.5 INPUTS**

Inputs to this procedure include schedule related data from the site schedule (milestone names and dates), IRAADs, and management approvals.


## **1.6 OUTPUTS**

This procedure results in:

- (1) A valid SCR that can be printed or saved in electronic format for forwarding via email.
- (2) Revised site schedule baseline dates and revised Enterprise Plan published dates.

## 2. SCR PROCEDURE DESCRIPTION

### 2.1 SCR ENTRY

1. From the Project Tab, select the Site-Main PIV record that is associated with the schedule change.
2. Click on the SCR tab.
3. Click on the SCR icon, , to start a new SCR and a data entry screen like the one below will appear.

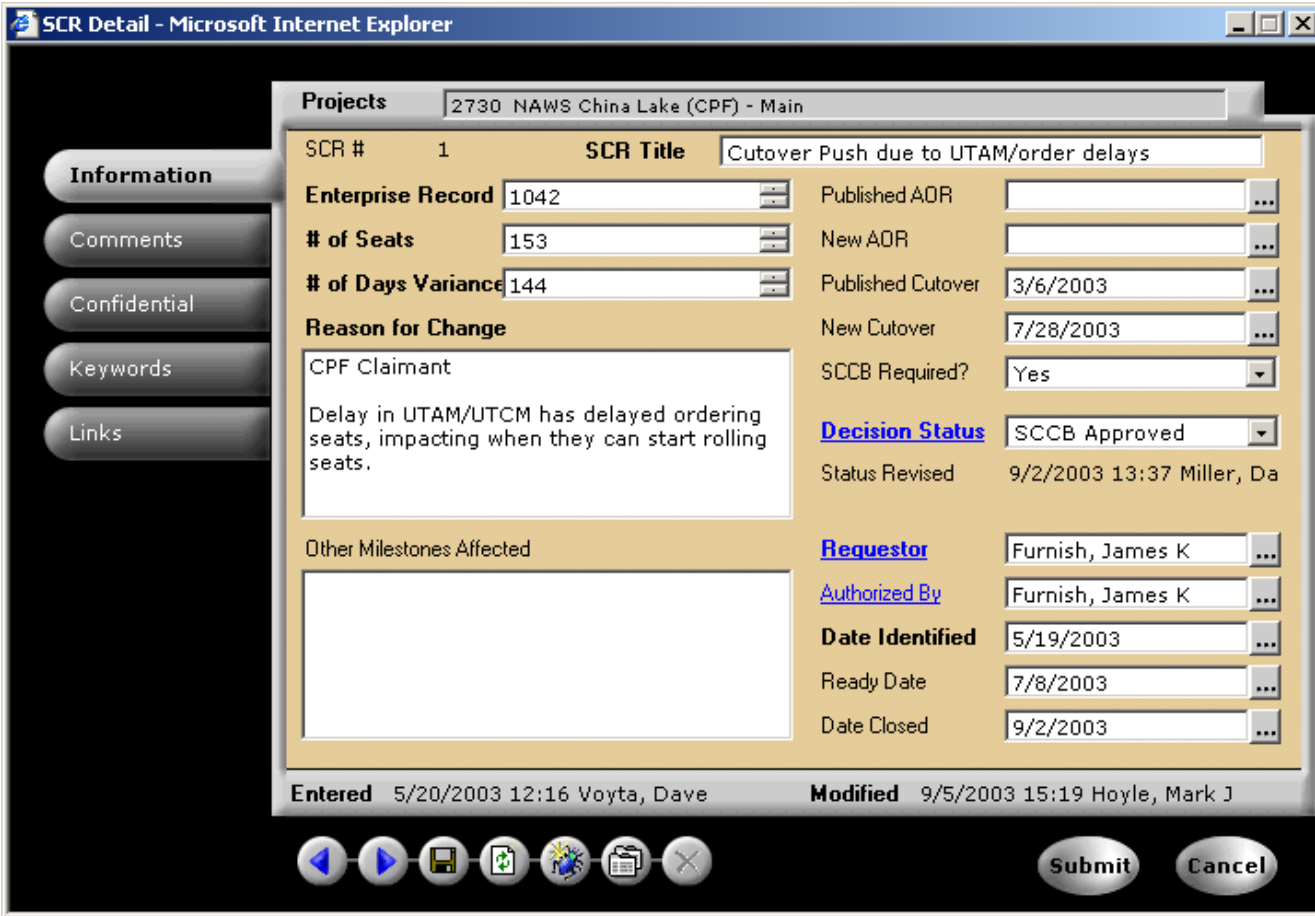
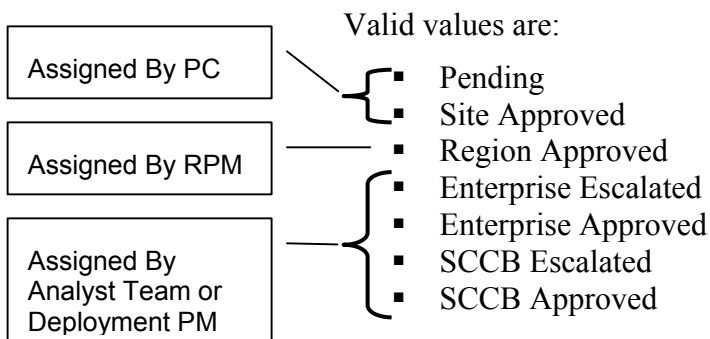


Figure 1: Information Tab

4. Enter data into the fields as shown in Figure 1.
  - a. Identify a title for the SCR in the **SCR Title** field. The Change Request Title should be brief enough to fit on one line, but meaningful enough to uniquely identify this change. To be most effective, the Change Request Title should identify the task or milestone that is causing the AOR or Cutover to be delayed. Claimant(s) / command(s) impacted by the SCR will also be annotated in the **SCR Title** field or **Reason for Change** field.

- b. The **SCR #** field automatically generates an SCR number for each new SCR. The PIV Project # is affixed to the SCR # in the reports to provide a unique number for the SCR.
- c. Enter the reason for the SCR in the **Reason for Change** field. Identify the causes of the delay in sufficient detail so that someone not familiar with the site can understand what contributed to the delay. Claimant(s) / command(s) impacted by the SCR will also be annotated in the **SCR Title field** or **Reason for Change** field.
- d. The **# seats** field indicates the number of seats affected by the change. . [ *Note: The comments field can also be used to capture this information if the SCR has several different values for this field.*]
- e. The **# days change** field indicates the number of calendar days between the old AOR/Cutover date and the proposed AOR/Cutover date. [ *Note: The comments field can also be used to capture this information if the SCR has several different values for this field.*]
- f. The **Requestor** field indicates originator of the SCR. Valid requestors for EDS include the SM, who is responsible for AOR, and the STM who is responsible for Cutover (pick either for AOR and Cutover changes). Valid requestors for the Government side include the name of SIL or STOIC. Only valid users of the PIV system or the generic value “SIL”, “STOIC”, or “Other Gov’t” can be entered into this field.
- g. [Optional] The **Authorized By** field can be used to identify other site personnel who support the change.
- h. The **Decision Status** field indicates what step the SCR is within the approval process (generally shown in sequential order in bulleted items below). The Project Coordinator (PC) can assign the first three values. The Analyst Team or Deployment PM Support Team can assign the other values. See section 2.2 for more information on entering this field.



- i. **Status Revised** is a read-only field that is automatically set in PIV every time the Decision Status changes. It records the date and time of modification and identifies the user who made the change. A log is created and is displayed on the SCR Individual Report showing the history.
- j. Enter the baseline AOR date in the **Old AOR Date** field (same as Published AOR). Leave blank if no AOR change is proposed.
- k. Enter the current AOR date in the **New AOR Date** field. Leave blank if no AOR change is proposed.

- l. Enter the baseline Cutover Begins date in the **Old Cutover Date** field. (same as Published Cutover).
- m. Leave blank if no cutover change is proposed.
- n. Enter the current Cutover Begins date in the **New Cutover Date** field. Leave blank if no cutover change is proposed.
- o. [Optional] The **Other Milestones Affected** can be used for three general purposes:
  - To capture old/new AOR/Cutover date information or Enterprise Plan record # information that cannot be captured easily in the given fields.
  - To indicate the primary milestone(s) impacted by the change leading up to the AOR and/or Cutover slips. List Milestone name, old date, and new date in a tabular format.
- p. Use the **Date Identified** field to indicate when the SCR is opened.
- q. The **Date Ready** field [Populated by Deployment PM Support Team or Analyst Team] is used to indicate when the SCR has passed a QA check and is ready for Enterprise review.
- r. The **Date Closed** [Populated by Deployment PM Support Team or Analyst Team] field is set to the current date when the SCR is closed. The SCR will be closed only AFTER reasons for closure have been added (e.g. Region Approved).

Projects: 2730 NAWA China Lake (CPF) - Main

Information

**Comments**

Confidential

Keywords

Links

Approval Status

Title	Name	Date Approval Received
STM	James Furnish	5/20/03
SM	Georgia Martin	5/20/03
SIL	TBD	5/20/03
RTM	James McCann	5/22/03
RM	Brian Hammond	5/23/03
RIL	Blanchard, Robert LCDR	5/23/03
Enterprise	(to be filled out by PM Deployment Support Team)	
SCCB	(to be filled out by PM Deployment Support Team)	

Entered 5/20/2003 12:16 Voyta, Dave Modified 6/2/2003 14:31 Voyta, Dave

Submit Cancel

Figure 2: Comments Tab

5. Use the next tab, the **Comments** tab, to enter notification/approval status:
- a. **Notification/approval status** should be entered in the following format:

*APPROVAL STATUS:*

Gov't Approval	<u>Title</u>	<u>Name</u>	<u>Date Approval Received</u>
	STM	Rick Cecconi	8/26/02
	SM	Jim Williams	8/26/02
	SIL/STOIC	Ben Keith	8/26/02
	RM	Robert Pearson	8/26/02
	RTM	Mike Filkins	8/30/02
	RIL/MCTOIC/RCOR	Lowell George	9/1/02

- b. [Optional] Add the following text if **no related IRAADs** exist:

*No site specific IRAADs were entered for this project that directly led to this SCR.*

- c. [Optional] **Additional explanations** as required.

6. As shown in Figure 3, the **LINKS** tab is used to access IRAADs that directly led to the schedule change request.

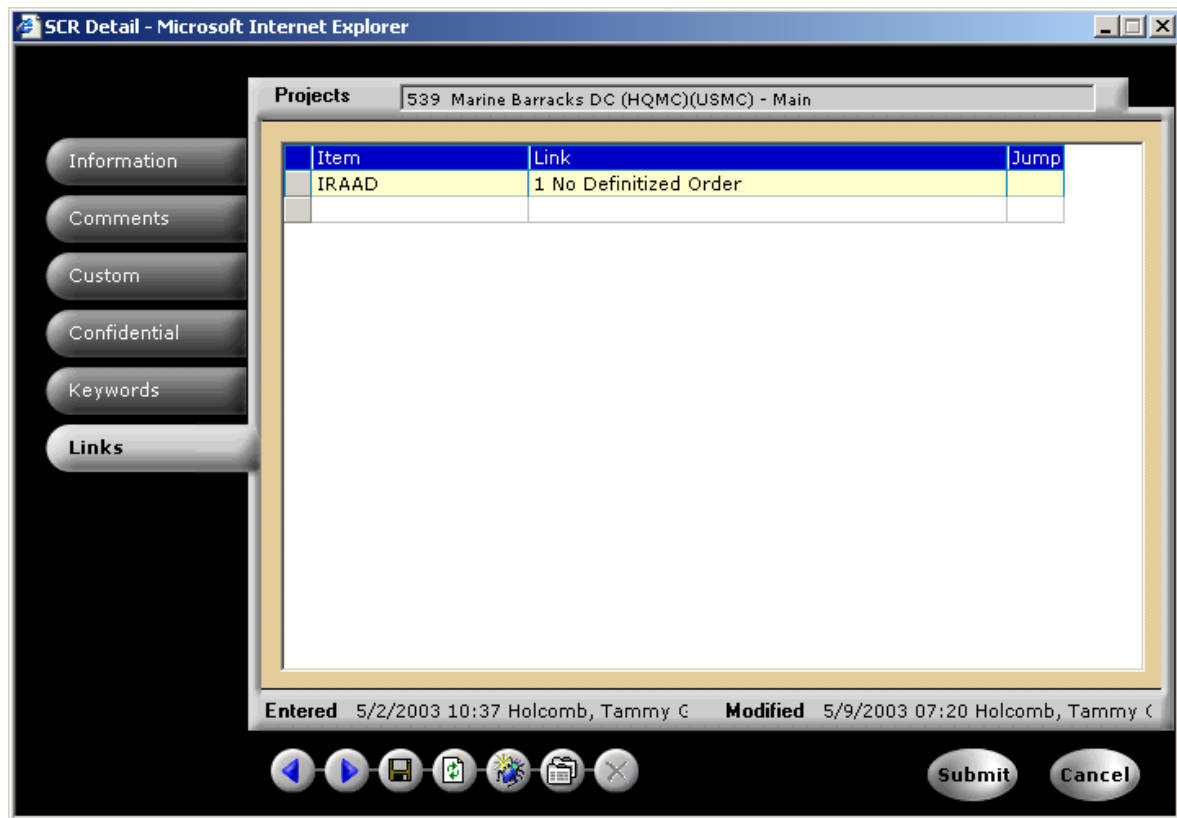


Figure 3: Links Tab

## 2.2 SCR APPROVAL REQUIREMENTS

Each SCR shall be routed to at least two levels of the joint EDS/DoN NMCI organization as shown in Figure 4. Normally, SCRs may be approved and implemented at the Regional level (Level two)

If EDS/DoN Regional managers (see Figure 4) do not concur on the disposition of an SCR, that SCR will be escalated to the Enterprise level (Level three) for disposition.

EDS/DoN Regional managers (see Figure 4) will escalate SCRs through Enterprise level review (DoN only), to the Schedule Change Control Board [SCCB] level (Level four) for SCCB Approval if either condition below is met:

- AOR period (time from AOR to Cutover Begins as measured by current AOR and current Cutover Start) is extended beyond 4 months (120 days). Sites for which the period between the approved Baseline AOR and Baseline Cutover Begins dates already exceeds 120 days shall be exempt from further SCCB review.
- AOR date is changed.

Any SCR requiring Schedule Change Control Board (SCCB) Approval will be thoroughly staffed by the Navy PMO or USMC PM to ensure proper Claimant notification and issue resolution procedures were followed prior to forwarding to the SCCB for approval.

In addition, any SCR without joint agreement between EDS/DoN NMCI at any level shall be escalated to the next sequential level.

Level	Approvals Required			Approval Obtained By
	EDS Staff	Navy	USMC	
<b>1- Site</b>	SM STM	SIL or CTR/ACTR if no SIL is present	STOIC	PC
<b>2- Regional</b>	RTM RM	RIL/CPM	MCTOIC/RCOR	Site PC or RPM obtains RIL approval. RIL obtains CPM approval.
<b>3- Enterprise</b> [Only required if regional level cannot agree]	M. Finn for Navy  C. Bailey for USMC	K. McNally	MPMO  Al Cruz Major Burns	Analyst Team
<b>4- SCCB</b> [Only required for AOR changes or AOR periods >120 days]	NMCI ECE	Dir. NMCI	Dir. NMCI	Analyst Team

**Figure 4: SCR Approval Matrix**



### 2.2.1 SITE AND REGIONAL APPROVAL/NOTIFICATIONS

All efforts to gain joint agreement between DoN and EDS on an SCR prior to its submission will greatly expedite the process.

The Site PC is responsible for obtaining site approvals, and forwarding to and notifying the Regional Program Manager (RPM) and RIL/MCTOIC/RCOR who will ensure regional/Claimant approvals.

Navy PMO Customer Program Managers (CPM) to review and communicate any SCR created with the appropriate Echelon II point of contact for timely review and response. At the time an SCR is escalated to Regional Approval, CPMs must respond within two business days, as initiated by the Navy PMO schedule team.

The routing and approval of SCRs should follow sequential order. That is, site level approval should be obtained before routing to regional staff for approval.

If there is not joint agreement over whether an SCR should be initiated, the PC shall create the SCR, note the disagreement within the SCR and forward to the next level for resolution marking it with a decision status of “Region escalated” or “Enterprise Escalated” as required.

### 2.2.2 ENTERPRISE AND SCCB APPROVAL

Each week, the Analyst Team queries for all SCRs that are still open and have a Decision Status of “Region Approved” or “Enterprise Escalated”. The SCRs selected will then go through the following steps:

1. Identify SCRs marked as **Region Approved**. Verify that the proper approvals were obtained.
2. Determine if SCCB Review is required (see section 2.2).
  - a. If SCCB review is not required, the Analyst Team will update *SCCB Required* field to “N” and will close the SCR as noted in step 5.
  - b. If SCCB review is required, update *SCCB Required* field to “Y”. DoN PM office will submit SCR to SCCB for approval.
  - c. Note: Government Regional Managers (RIL, RCOR, MCTOIC) will verify that SCCB review criteria are met prior to escalating any SCR via Enterprise level for SCCB level disposition.
3. Identify SCRs marked as **Enterprise Escalated**. Send email notification to Enterprise Level (EDS Navy or Marine CE, Navy PMO, USMC PM) identifying SCRs ready for Enterprise Review.
4. If required, Enterprise Review and SCCB reviews are carried out as they occur and the Analyst Team will update the SCR comments to reflect their disposition.
5. SCR is closed in accordance with the procedure:
  - a. Put today’s date in Close Date and add disposition comments (if required for explanatory purposes) .
  - b. Send email notification to Enterprise Plan Team.
  - c. Enterprise Plan Team updates the Published Dates for the affected records.

- d. Send email notification to Site PC .
- e. Site PC updates the baseline dates for the affected AOR/Cutover tasks.

## **2.3 SCR REPORTS**

PIV has several SCR reporting options as shown below.

- SCR Individual – shows all details of an SCR (or multiple SCRs if filter criteria selects more than one)
- SCR Individual with IRAADs – same as SCR Individual but also includes a summary listing of IRAADs which have been associated with the SCR.
- SCR Summary – Shows SCRs in a tabular format
- SCR Summary By Claimant – same as SCR Summary but grouped by Claimant (as defined as the major claimant at each site)

# Acronyms

Term	Definition
AOR	Assumption of Responsibility
DoN	Department of the Navy
CPM	Claimant (or Customer) Program Manager
ECE	Enterprise Client Executive (EDS)
EDS	Electronic Data Systems
EPMO	Enterprise Program Management Office
ESM	Enterprise Plan Manager – (Director’s Office rep)
IRAAD	Issue, Risk, Action Item, Assumption, Decision
MCTOIC	Major Command Transition Officer In Charge (USMC)
NMCI	Navy Marine Corps Intranet
OBE	Overcome by events
PC	Project Coordinator (EDS)
PIV	Project InVision (PM Tool)
RCOR	Regional Customer Operations Representative (USMC)
RIL	Regional Integration Lead (Navy PMO)
RM	Regional Manager (EDS)
RPM	Regional Program Manager (EDS)
RTM	Regional Transition Manager (EDS)
SCR	Schedule Change Request
SCCB	Schedule Configuration Control Board - comprised of ESM and ECE
SIL	Site Integration Lead (Navy PMO)
SM	Site Manager (EDS)
STM	Site Transition Manager (EDS)
STOIC	Site Transition Officer In Charge (USMC)
SOP	Standard Operating Procedure

